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2024 NOV 25 A 10: 07 HOUSING AUTHORITY

TOWN CLERK  
BILLERICA

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MINUTES OF THE  
BILLERICA HOUSING AUTHORITY  
REGULAR MEETING OF  
NOVEMBER 14, 2024  
IN THE  
CAROL A. FORD COMMUNITY BUILDING  
16 RIVER STREET  
COMMON ROOM

CALL TO ORDER:

Prior to calling the meeting to order, Chair John Saulnier announced that, due to technical difficulties, the meeting was not being audio and video recorded. Chair Saulnier then called the meeting to order at 4:08 PM noting Commissioner Conway, Commissioner Moschner, Commissioner O'Donnell and Chair Saulnier were present and a quorum was thereby established. Executive Director Correnti was also present. The meeting began with the Pledge of Allegiance.

MINUTES:

The Meeting Minutes of October 10, 2024, were presented. Commissioner O'Donnell motioned to approve the Minutes of the October 10, 2024, Meeting as submitted. His motion was seconded by Commissioner Conway. Hearing no questions and with the motion having been made and seconded, Chair Saulnier called for a vote. The minutes were unanimously approved by a voice vote (4-0-0).

CORRESPONDENCE:

There was none.

REPORTS:

The **Investment Accounts Report**, as of November 1, 2024 was presented by the Executive Director. Executive Director Correnti noted the mortgage for the Glenside property has been paid in full. Also, he noted the new rates obtained from both Northern Bank & Trust and Enterprise Bank. Both banks provided very competitive interest rates. Hearing no questions, Chair Saulnier directed the report be accepted and placed on file.

The **Payment of Bills Report**, for the period of 10/1/2024 through 10/31/24, was presented by the Executive Director. A brief discussion ensued. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to approve the 10/1/2024 to 10/31/24 **Payment of Bills Report**. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (4-0-0) on a voice vote.

The **Section 8 Voucher Payment Report**, for November 2024, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to approve and authorize payment for the November 2024 Section 8 Vouchers in the amount of \$91,811.46. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (4-0-0) on a voice vote.

Executive Director Correnti presented the **Fee Accountant's Report** as of October 31, 2024. Hearing no discussion, Chair Saulnier directed the **Fee Accountant's Report**, as of October 31, 2024, be accepted and placed on file.

The **October 2024 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to approve the **October 2024 Payroll Report**. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (4-0-0) on a voice vote.

The Executive Director presented the **November 1, 2024 Vacancy Report**. Hearing no questions, Chair Saulnier directed the **Vacancy Report**, dated 11/1/2024, be accepted and placed on file.

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Correnti reviewed his October 2024 Report.

**OLD BUSINESS:**

There was none.

**NEW BUSINESS**

**FY2025 PAYMENT STANDARDS AND UTILITY ALLOWANCES:**

Executive Director Correnti presented the FY2025 Payment Standards and Utility Allowances as prepared by Northeast Utility Consultants, LLC. Commissioner O'Donnell moved that the Board of Commissioners of the Billerica Housing Authority approve the FY2025 Section 8 HCVP Payment Standards and Utility Allowances, dated September 2024, prepared by Northeast Utility Consultants, LLC. His motion was seconded by Commissioner Conway. Hearing no further discussion, Chair Saulnier called for a vote. The motion was approved unanimously (4-0-0).

**CHANGE ORDER - TALBOT ROOF PROJECT #031083):**

Executive Director Correnti reviewed his October 25, 2024 memo indicating this project was complete and that completion documents are currently being prepared. However, a Change Order needs the Board's approval. Executive Director Correnti discussed the Change Order. A brief discussion ensued. Following the discussion, Commissioner O'Donnell motioned the Billerica Housing Authority Board of Commissioners approve Change Order Request #02, for project #031083, in the amount of \$6398.32. Additionally, the Board authorizes the Executive Director to execute any required documentation relating thereto. His motion was seconded by Commissioner Conway. Hearing no further discussion, Chair Saulnier called for a vote. The motion was approved unanimously (4-0-0).



**ENTERPRISE BANK RESOLUTION:**

Executive Director Correnti advised that the Resolution was required by Enterprise Bank in connection with obtaining higher interest rates. Commissioner O'Donnell moved that the Billerica Housing Authority Board of Commissioners approve the "Resolution of Lodge, Association or Other Similar Organization" as submitted by Enterprise Bank and authorize the Executive Director to execute any documents related thereto. His motion was seconded by Commissioner Conway. Following a brief discussion, Chair Saulnier called for a vote. The motion was approved unanimously (4-0-0).

**OPEN MIC:**

No one signed up for the Open Mic.

**ADJOURN:**

There being no other items for discussion, Chair Saulnier then requested a motion to adjourn. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to adjourn the meeting. Each Commissioner wished all a happy and safe Thanksgiving Holiday. Chair Saulnier then called for a vote. The motion was approved (4-0-0) on a voice vote and the meeting adjourned at 4:20 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary